



Office of the Inspector General

Glenn A. Cunha, Inspector General

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? *Know Your Responsibilities*

PREREQUISITE: NONE

COURSE LEVEL: BASIC

INSTRUCTIONAL METHOD: GROUP-LIVE

ADVANCED PREP: NONE

This three-hour presentation is essential for every member of a public board, commission, committee or authority (collectively, “public board”), as well as for public officials who regularly interact with public boards. Attendees will learn about some of the tools needed to successfully conduct public board activity, oversee their organizations, and ensure public money is spent appropriately. Attendees will also learn how to identify and prevent fraud, waste and abuse and how to comply with key legal requirements applicable to public boards.

CLASS DATE:

Tuesday, February 5, 2019

5:00 p.m. - 8:00 p.m.

Town of Marblehead

**Marblehead Community Center
10 Humphrey Street
Marblehead, MA 01945**

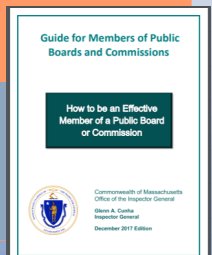
The Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org.



Topics covered include:

- Fiduciary duties and responsibilities
- Tools for effective oversight
- Essential terms for executives’ employment contracts
- Preventing and detecting fraud, waste and abuse
- Public Records Law
- Open Meeting Law

Please see our website to download our *Guide for Members of Public Boards and Commissions* at [https://](https://www.mass.gov/info-details/guide-for-members-of-public-boards-and-commissions)



For additional information on the MCPPO Program, please contact Joyce McEntee Emmett, MCPPO Program Director, at (617) 722-8835 or via email at MA-IGO-Training@state.ma.us.